



Campbell River Employment Services Centre  
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November 30, 2017

Dear Applicant,

Thank you for your interest in our job posting for a Youth Employment – Employability Specialist position working primarily out of the John Howard Society North Island (JHSNI) youth hub (aka “Foundry”) in Campbell River. North Island Employment is an award winning, client-centered organization that has been assisting people to find, keep or create their own work for over 30 years. NIEFS has a staff team of over 40 people located in our Campbell River and Port Hardy offices and we are excited to be adding to the team!

The application package includes:

- ◆ This covering letter
- ◆ A detailed **Job Posting**
- ◆ A Job Description for the Youth Employment – Employability Specialist position

#### **Timeline for this Competition**

**Friday, December 15, 2017- 4:00pm closing of the competition**

**Interviews to be held in Campbell River**

**Position starts as soon as possible**

#### **Application Process**

A complete application must include:

1. Your personal resume and cover letter that indicates which position you are applying for.
2. Three references regarding your work in relevant fields. At least one of these references would have been a person who supervised your previous employment.

Completed applications must be received at NIEFS Campbell River by Friday, December 15<sup>th</sup> at 4:00pm. Interviews will be scheduled shortly after and will be held in Campbell River. Only candidates selected for interviews will be notified. Application packages should be addressed to:

NIEFS  
Attention: Jenny Evans, Program Coordinator  
920 Alder Street  
Campbell River, BC, V9W 2P8  
Fax: 250 286-3447  
Email: [jenny.evans@niefs.net](mailto:jenny.evans@niefs.net)

## Job Posting

### Youth Employment – Employability Specialist – Campbell River

<b>Reports to:</b>	<b>Executive Director</b>
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	\$23 - \$27 per hour depending on experience
<b>Probation:</b>	Six months
<b>Start Date:</b>	As soon as possible
<b>Closing Date:</b>	4:00pm December 15, 2017

#### Job Summary:

- Work with youth and young adults (ranging in age from 12 – 30 – hereafter referred to as “youth”) accessing services at John Howard Society North Island (JHSNI) youth hub (aka “Foundry”) that focuses on youth health and wellness and offers the full range of health, social and community services for youth in one place) and/or NIEFS to achieve independence and self sufficiency by helping them to find employment and develop job search, career planning and employability life skills.
- Provide employment, career and life skills coaching/counselling and facilitate group workshops and other skill building activities for youth to improve their employability to find/maintain employment.
- Work collaboratively with youth, JHSNI youth hub (Foundry), NIEFS, the youth’s Circle of Care team (may include family, other professionals or organizations) and the community to assist youth to achieve their employment, career or independent living goals.

#### Key Duties and Responsibilities:

- **Work with youth** to assess their employment and employability needs, challenges, strengths and resources and develop a comprehensive plan to address employment, education, life skills and other **employment-related goals to find/maintain work, enhance employability and achieve independence.**
- Provide **coaching/counselling** and **facilitate individualized sessions and group workshops** to youth to develop employability skills and to support them to achieve independence in key areas:
  - **Job search** – including but not limited to setting employment goals, job targets, resume writing, approaching employers, applying for work & job search techniques, interview skills, effective references, appropriate social media boundaries for job search.
  - **Career planning & Goal Setting** – including but not limited to personal planning and goal setting, career assessment, career planning and research, how to get the training, education or skills you need to work.
  - **Employability Life skills** - including but not limited to personal leadership, motivation, interpersonal communication, conflict resolution, problem solving,

teamwork, healthy work relationships, time management, stress, self care, personal and workplace health and safety, healthy lifestyle choices, and work-life balance.

- **Independent Living Skills** - including but not limited to budgeting, financial planning for moving out, living on your own, education, employment, personal goals, housing search, good tenant competencies, banking, nutrition, and community knowledge.
- **Coordinate employment-related services and supports** and provide client-centered, effective and collaborative **case management** including:
  - Strengths-based goal setting & action planning around employment - employability skills;
  - Engagement, support and monitoring youths' participation in employment services and progress towards their employment, employability or independent living goals;
  - Coordinating services and assisting youth to navigate through services and systems;
  - Liaison and consultation with others on the Youth's Circle of Care Team including involvement in case planning and case conferences if required;
  - Assess and/or refer youth in need of employment-related diagnostic or disability supports and other specialized services;
  - Provide follow up services once client has achieved independence or employment;
  - Document, report and maintain case records of contacts, services delivered and outcomes achieved (including best practices) as required by law and as specified by JHSNI youth hub (Foundry), NIEFS and associated funding organizations.
- Other related duties as required.

#### **Qualifications, Education and Experience:**

- A bachelor's degree in a related human services field;
- Certification as a Career Development Professional (CCDP) an asset;
- Knowledge, understanding, skills and experience working with **unemployed/underemployed youth or high-risk youth** in an employment counselling, program or group context, including:
  - Coaching/counselling skills in employment, career, job search and employability life skills;
  - Well versed in career, employment and employability assessment tools, planning approaches and resources;
  - Advanced group facilitation skills and experience in planning and leading employability/employment programs, workshops or groups of youth;
  - Demonstrated ability to work collaboratively with other professionals, organizations or in the community in partnership with or on behalf of youth;
  - Knowledge and experience with case management systems and practices, including referral, liaison, documentation, and case conferencing practices;

- Familiar with community, provincial and federal programs and resources for youth;
- Deep commitment to counselling ethics, working in an ethical and professional manner, maintaining confidentiality and appropriate boundaries at all times;
- Well versed in youth and (un)employment and issues and best practices for addressing these;
- Knowledgeable of career development theory, principles and practices;
- Extensive experience in working with varied youth populations including youth at risk, early school leavers, street involved youth, youth who have been involved with the criminal justice system and youth with health issues and physical and cognitive disabilities;
- Experience in developing programming that is innovative, targeted and measurable.
- Equivalent experience and skill development will be considered.

**Other Skills and Abilities or Requirements:**

- Excellent communication and interpersonal skills, able to work constructively and cooperatively in a team setting and contribute to a positive, respectful workplace culture;
- A positive conviction about others' rights to self-determination, the capacity of people to grow and change and committed to empowering youth to gain skills and confidence;
- Proactive, solution-focused, adaptable to ongoing change and effective time management skills;
- Possess a high level of sensitivity and understanding of cultural or gender differences and different socio-economic circumstances;
- Proficient using technology and computer skills associated with group facilitation, case management and job search including internet, email, smart phones, MS Office Word, PowerPoint or other presentation software, and case management databases/systems;
- First Aid and Class 4 license would be an asset;
- Access to a reliable vehicle for work and valid BC Driver's license;
- Criminal record check required.